



Illinois Department of Corrections

Administrative Directive

Number:

03.03.112

Title:

Retirement Workshop Attendance

Effective:

7/1/2020

Authorized by:

[Original Authorized Copy on File]

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Acting Director

Supersedes:

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Authority:

730 ILCS 5/3-2-2

Related ACA Standards:

5-ACI-1C-01, 5-ACI-1D-09

Referenced Policies:

Referenced Forms:

Form 521 – SERS Workshop Reservation

I. POLICY

Employees shall be eligible and encouraged to attend State Employees' Retirement System (SERS) retirement workshops in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide guidelines for attendance at State Employees' Retirement System (SERS) retirement workshops.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. Employees shall be eligible and encouraged to attend the following State Employees' Retirement System (SERS) retirement workshop sessions within the time table delineated by SERS.
 - a. Investing in Your Future - a one-day introductory workshop open to employees who are under the age of 45.
 - b. Education for Tomorrow's Choices - a two-day medium range planning workshop open to employees who are five to 15 years from retirement.
 - c. Countdown to Retirement - a one-day workshop open to employees who are within three years of retirement.
2. Unless otherwise approved by the Deputy Director of Human Resources for Public Safety Shared Services, employees shall wait a minimum of three years between workshop sessions.

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NOTE: An exception may be made to the three-year minimum waiting period if an employee attended the two-day Education for Tomorrow's Choices session, and then decided he or she wanted and was eligible to retire within the next year. In that case, the employee shall be allowed to attend the Countdown to Retirement seminar.

3. If the dates of the workshops fall on the employee's:
 - a. Work day, he or she shall be eligible to use, for the equivalent number of workshop days, a payroll code of "A1-away on State business" or "WA-work away", depending upon the payroll system.

EXAMPLE: If the workshop is one day, the employee shall receive A1 or WA time for one day. If the workshop is two days, the employee shall receive A1 or WA time for two days.
 - b. Day off, he or she may reschedule so that it falls on a work day or attend the workshop without receiving compensation.
4. The Department shall only allow employees, excluding Retirement Coordinators, use of the A1 or WA time once per workshop session unless legislation is passed that substantially changes the retirement benefits. Retirement Coordinators may attend multiple times as part of their job training.

NOTE: Employees who are called back to the facility from a workshop session shall be allowed additional A1 or WA time to re-attend the workshop.
5. If an employee wishes to attend a workshop session more than once, he or she may do so on regularly scheduled days off or by using approved benefit time.
6. If an employee wishes to attend a retirement workshop at a retirement system other than SERS, he or she may do so on regularly scheduled days off or by using approved benefit time. The use of A1 and WA time for attendance at other retirement systems' workshops shall be prohibited.

F. Requirements

1. Employees who wish to attend a SERS workshop session shall:
 - a. Request and receive approval from his or her immediate supervisor prior to registering for a SERS workshop; and
 - b. Upon approval, complete the online SERS Workshop Reservation, Form 521. The online registration may be found at the SRS Website.

NOTE: If the supervisor denies the request, the employee shall not complete the online registration form.
2. SERS will process the online request.
 - a. If the online request is approved, SERS will send a request for approval email to the facility's designated Retirement Coordinator.
 - (1) If the Retirement Coordinator approves the request, SERS will send a confirmation email to the employee.
 - (2) If the Retirement Coordinator denies the request, SERS will send a denial email to the employee. The employee will be advised to contact the Retirement

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Coordinator for additional clarification.

- b. SERS will send a reminder email to the employee approximately two weeks prior to the date of the workshop.
 3. The facility's designated Retirement Coordinator shall:
 - a. Review the Registration Approval Request email from SERS; verify that the employee has not used A1 or WA time for the seminar previously; and verify if the employee has attended a retirement workshop within the last three years.
 - (1) If the employee has not used time for or attended a workshop within the last three years, the Retirement Coordinator shall approve the request.
 - (2) If the employee has used time for or attended a workshop within the last three years, the Retirement Coordinator shall deny the request. If the employee appeals the denial to the Retirement Coordinator and meets an exception to attendance noted above, the Retirement Coordinator shall approve the request.
 - (3) If, after the request has been approved by the Retirement Coordinator, the requested session is no longer available, the employee and the Retirement Coordinator will receive an email from SERS denying the request, stating the requested session is now full. The employee shall select an alternate date, receive approval from the supervisor for the alternate date and fill out a new online registration request.
 - b. Maintain copies of SERS Registrant Confirmations or Registrant Denial emails and any Form 521 previously received for the employee.
4. SERS will send an email to the employee after their date of attendance, containing an electronic Certificate of Completion. The certificate shall serve as verification of completion of the session.
5. Upon receipt of the electronic certificate, the employee shall provide the Retirement Coordinator a copy of the certificate by forwarding the email received from SERS.
6. The facility's designated Retirement Coordinator shall review and maintain a copy of the certificate in the employee's retirement or benefit file and forward a copy to the Training Coordinator. If the certificate is not received, the Retirement Coordinator shall notify the supervisor who shall assess the use of A1 or WA time and potential disciplinary action.
7. The Training Coordinator shall ensure the employee is credited for the training hours of the workshop session.
8. When an employee is transferred to another Department facility, the Retirement Coordinator shall transfer all Workshop attendance documentation to the new work location.